



ENROLLING NEW STUDENTS – DIRECT ENTRY

USING STUDENT LOCATOR

The **Student Locator** should only be used for enrolling new students. Use the Quick Search or Advanced Search method for locating students already enrolled in your district.

(See QRG: Search Options)

The **Student Locator** is the best method for obtaining an existing State Student ID for a student enrolling from another district or school.

Select the 07-08 **Year** from the drop-down list.

Select a **School** from the **Campus Toolbar**.

From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Select the **Student Locator** wizard.

Type in the *Last Name*, *First Name* and *Gender* of the student and click **Search**.

A list of potential matches will appear on the right.

An arrow preceding the *Last Name* indicates that the student is currently enrolled in this district (do not enroll students already in the district using the Student Locator – see **Re-Enrolling Students Already in the District** below).



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Student Locator matches are generated by a Soundex search.

<http://en.wikipedia.org/wiki/Soundex>

Students who have multiple last names, or have been previously enrolled by their preferred name or nickname may not return a match when using the **Student Locator**.

If there is evidence that a student has been previously enrolled in a Montana school, try the **Student Locator** again, using other last names, preferred names, nicknames, or by varying the gender.

If this does not work, call the student's prior school or the OPI AIM Staff for help in locating their student *State ID Number*.



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When a match has been located click on the name of the student.

The **Person Information**, **Identity Information** and **Enrollment Detail** tables will open.

If a match cannot be identified, click on the **Create New Student** button.

*If you have attempted to verify the prior existence of a state ID number for this student, click **OK**.*

The **Person Information**, **Identity Information** and **Enrollment Detail** screens will open.



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Enter the information requested in the **Person Information**, **Identity Information** and **Enrollment Detail** tables.

Fields in **red** and marked with an asterisk (*) are required fields.

Start Status codes must be entered correctly for student tracking purposes. If you enter a code that is later found to be inaccurate, return to the AIM system and make the correction to that student's record.

If a student was previously enrolled with a name other than the student's legal name, change the name fields to reflect the student's legal name (for legal name changes, use the Identities tab – Census/People/Identities).

The *Student Number* in the **Person Information** table is the district's local ID number. Local ID numbers **must be unique** for each student in the district.

Click **Save**.

A **Student Information Summary** page will appear, showing the information as entered and displaying the student's *State Student ID Number*.

Verify that all information entered is correct for that student.



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ENTERING PROGRAM PARTICIPATION INFORMATION

Enter **Program Participation** information for all newly enrolled students.

Click on the **Enrollments** tab.

Open the active enrollment record by clicking on the edit notepad icon.

Expand the **State Reporting Fields** table by clicking on the plus (+) sign.



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ENTERING PROGRAM PARTICIPATION INFORMATION

Expand the **Special Education Fields** table by clicking on the plus (+) sign.

Enter the *Special Education* information (if applicable).

Click **Save**.

Select the **Programs** tab.

Click **New**.

Select a program (Early Intervening Services – EIS or Job Corp – Must have signed Interlocal Agency Agreement) to enroll a student in.

Enter the student's *Start Date* (and *End Date* - if applicable).

Click **Save**.



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RE-ENROLLING STUDENTS PREVIOUSLY IN THE DISTRICT

Do not use the Student Locator to enroll students previously enrolled in the district.

To re-enroll students, select the last year of enrollment from the drop-down list on the **Campus Toolbar**.

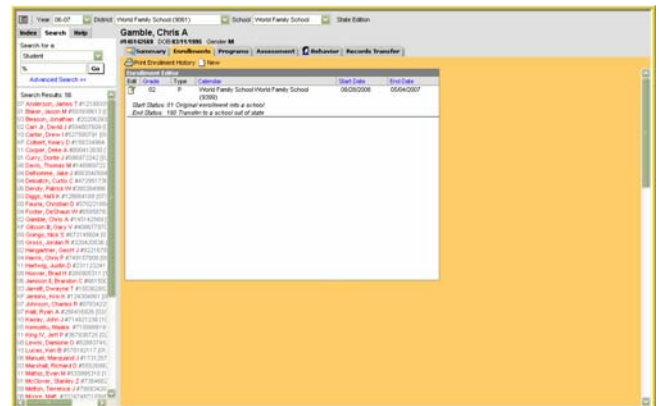
From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Select **General** and click **Search**.



Enter student's name or type in a percentage (%) symbol and click **Go**.

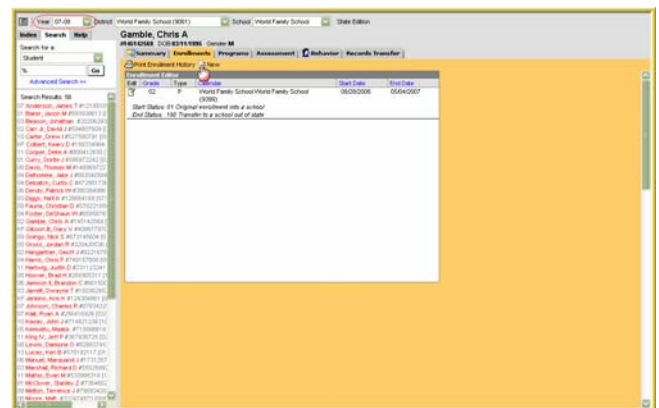
Select the name of a student.



Change **Year** to the 07-08 school year.

Click the **Enrollments** tab.

Click **New**.





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RE-ENROLLING STUDENTS PREVIOUSLY IN THE DISTRICT

Enter student's new *Start Date*, *Start Status*, and *Grade*.

Verify student's *Service Type*.

The screenshot shows the 'General Enrollment Information' tab in the AIM system. The 'Start Date' is set to 8/1/2008, 'Start Status' is 'New Student', and 'Grade' is '1'. The 'Service Type' is 'Primary'. The 'Transfer from an out of state school' checkbox is checked. The 'Original Reason' field is empty. The 'Start Comments' field is empty. The 'End Date' and 'End Reason' fields are empty. The 'Special Ed Status' is 'No'. The 'Special Ed Fields' folder is expanded, showing 'Title I Support Services', 'Title II Support Services', 'Other Program Participation', and 'Special Ed Fields'.

Open the **State Reporting Fields** folder by clicking the plus (+) sign.

Enter program participation information.

The screenshot shows the 'State Reporting Fields' folder expanded. The 'Title I Support Services' section is visible, showing 'Title I Support Services' and 'Title II Support Services'. The 'Other Program Participation' section is also visible, showing 'Other Program Participation' and 'Special Ed Fields'.

Open the **Special Ed Fields** folder by clicking on the plus (+) sign.

Enter *Special Ed Status* (if applicable).

Click **Save**.

The screenshot shows the 'Special Ed Fields' folder expanded. The 'Special Ed Status' is set to 'No'. The 'Special Ed Fields' section is visible, showing 'Special Ed Status' and 'Special Ed Fields'.



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RE-ENROLLING STUDENTS PREVIOUSLY IN THE DISTRICT

Select the **Programs** tab.

Click **New**.

Select a program to enroll a student in (Early Intervening Services – EIS or Job Corp – Must have signed Interlocal Agency Agreement).

Enter the student's *Start Date* (and *End Date* - if applicable).

Click **Save**.





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SERVICE TYPE CODES AND DEFINITIONS	
P: <i>Primary</i>	A student who receives primary educational services from a school.
S: <i>Partial (Secondary)</i>	A student who receives some educational services from a school, but holds a primary enrollment in another school, regardless of type (e.g. public, private, home school).
N: <i>Special Ed Services</i>	A student who is receiving only Special Education services from a school and whose primary enrollment is in another school, regardless of type (e.g. public school, private school, home school).



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START STATUS CODES AND DEFINITIONS	
01: <i>Original Enrollment into a School</i>	A student entering school for the first time. Example: pre-school students, kindergarten students, 1 st grade students with no prior home, private or public school experience.
02: <i>Continued Enrollment Same School, No Interruption</i>	A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or retention.
03: <i>Re-Entry to the Same School After Withdrawal</i>	After a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer; dropped out; extended illness; temporary disability; suspension; expulsion; return of early graduate to participate in graduation; foreign exchange student returning; return from drug treatment facility.
04: <i>Transfer From a Public School Within the District or State</i>	Student transferred from another public or state funded school within the same district or state.
05: <i>Transfer From a Public School Under NCLB School Choice Option</i>	Student exercised option to transfer from a Title I school, within the same district that had been identified as "in need of improvement," in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
06: <i>Transfer From an Out of State School</i>	Student transferred from an out of state school.
07: <i>Transfer From Out of the Country</i>	Student transferred from a school out of the country.
08: <i>Transfer From a Private School Within the State</i>	Student transferred from a private school within the state.
09: <i>Transfer From a Home School Within the State</i>	Student transferred from home school within the state.